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AMCIO-T (25)

4 September 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #97-08, Use of United States Army Materiel Command (USAMC) Communications Systems and Other Resources

1. Reference Department of Defense (DoD) 5500.7-R, Joint Ethics Regulation (JER), 30 August 1993 (w/C2).

2. The USAMC communication systems and resources shall be for official use only, except for authorized personal (non-official) use. These communication systems include Government owned telephones, facsimile machines, electronic mail, internet systems, and commercial systems where the Federal Government pays for their use or access. Other resources include computers, typewriters, calculators, libraries, and similar resources and facilities.

a. "Official use" includes communications, including the Internet, that are necessary in the interest of the Federal Government, as well as emergency communications. Upon approval, official use will be extended to Government employees deployed away from home for an extended period of time on official business.

b. "Authorized personal use" include incidental use of communications, including the Internet, as authorized by this policy memorandum or as specifically authorized by supervisors using guidelines issued under this memorandum. Examples of authorized incidental use include the following:

(1) Personal communications, not involving long distance charges to the Federal Government, made from the employee's usual workplace that are most reasonably made during working hours such as:

(a) Briefly checking in with family members.

(b) Scheduling medical appointments, arranging auto or home repair, and making similar appointments.

(c) Occasional short e-mails to and receipt of e-mail from relatives, friends, and fellow employees.

(d) Making a bank transaction.

(2) Authorized incidental use also includes brief

communications (including long distance service) from a Federal

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Government employee in an official travel status made to family members notifying them of schedule changes.

c. In addition to e-mail, the Internet provides a tremendous resource of information interchange and other communications through such vehicles as mail list servers, databases, files, and web sites. You have permission to use your computers to access these Internet resources for professional development purposes, subject to ensuring that your primary duties and mission are accomplished. Subject to paragraphs 3a(5)&(6) and 3b(3)&(4) below:

d. Under some contracts, similar communications systems resources are provided to contractors for carrying out their contract. Contractors must ensure that these Government-provided resources are used only for the purposes set forth in the contract, except that contractors may permit their employees, who do not otherwise have ready access to contractor facilities, the "authorized personal use" set out in paragraph 1b(1)(a) through (e) above, subject to the specific terms of the contract or other contracting officer direction.

### 3. Responsibilities.

a. Supervisors must review employee use of Federal Government communication systems and resources to ensure that the above guidance is followed. The employee's supervisor must first approve any non-official use of Government communications systems not covered above. To preserve security, supervisors are encouraged to minimize unofficial access to the internet. Before authorizing any non-official use, supervisors must ensure that the communications:

- (1) Do not adversely affect official duties.
- (2) Are of reasonable duration and frequency, and whenever practicable, made during the employee's personal time.
- (3) Serve a legitimate public interest. For example, the use keeps employees at their desks, educates employees on the communication system, enhances professional skills, or assists in job searches in response to downsizing.
- (4) Do not reflect adversely on DoD. For example, the use may not involve sexually oriented material, gambling, chain letters, unofficial advertising, soliciting, selling, illegal activities, inappropriately handled classified materials, or other uses incompatible with public service.

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(5) Do not overburden the communication system.

(6) Do not create significant additional cost to DoD.

b. Supervisors may revoke the authorized personal use noted above, or parts thereof, for any perceived misuse of Federal Government resources. To ensure that such use does not adversely affect the performance of official duties and serves a legitimate public interest, this permission is subject to the following:

(1) Whenever practicable, do it before or after your work hours or during lunch or other authorized break.

(2) If made during your normal work hours, keep the communications infrequent and short.

(3) The Federal Government must not incur any long distance charges for these communications; you must use toll-free numbers, reverse the charges, or charge the communications to your own personal credit card.

(4) This permission does not extend to personal communications to solicit business, advertising or other selling activities in support of a private business enterprise, or any other use that would reflect adversely on DoD or which is incompatible with public service (e.g., threatening or harassing phone calls, gambling, transferring sexually oriented material, or other sexually oriented communications).

(5) You may not send group electronic mailings to offer items for sale or other personal purposes (e.g., selling an automobile or renting a private residence).

c. Employees shall use Federal Government communication systems with the understanding that:

(1) Use of such systems serves as consent to monitoring of any type of use, including incidental and personal uses, whether authorized or unauthorized.

(2) Use of such systems is not anonymous. For each use of the Internet, the name and computer address of the employee user can be recorded, as well as the locations searched.

(3) Most Federal Government communication systems are not secure. Employees shall not transmit classified information over any communication system unless approved security

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procedures and practices are used (e.g., encryption, secure networks/workstations).

(4) Employees shall not disclose communication system access data (such as passwords) to anyone, unless such disclosure is authorized.

(5) Employees shall use extreme care when transmitting unclassified information or other valued data. Information transmitted over an open network, such as e-mail, the Internet, telephone or fax, is accessible to anyone else on the network. Information transmitted through the Internet or by e-mail is accessible to anyone in the chain of delivery, and may be re-sent to others by anyone in the chain.

d. Supervisors may permit employees limited use of computers, typewriters, calculators, libraries, and other similar resources and facilities, if the supervisor determines that the use:

(1) Does not adversely affect official duties.

(2) Is of reasonable duration and frequency, made only during the employee's personal time.

(3) Serves a legitimate public interest. For example, the use enhances professional skills or assists in job searching resulting from downsizing.

(4) Does not reflect adversely on DoD. For example, the use may not involve sexually oriented material, gambling, chain letters, unofficial advertising, soliciting, selling, illegal activities, inappropriately handled classified materials, or uses incompatible with public service.

(5) Does not create significant additional cost to DoD.

4. This policy is based on the direction and guidance in the Department of Defense Joint Ethics Regulation (DoD 5500.7-R) and the Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R., Part 2635) concerning the use and misuse of Government resources and official positions. Violation of this policy will subject military members and employees to possible discipline; additionally, military members are subject to punishment under the Uniform Code of Military Justice. Finally, some misuse of Government resources could result in referral to the local U.S. Attorney for investigation and prosecution for violation of criminal law. Information gathered during the monitoring described in paragraph 2(c)(1) above can be used in any disciplinary or criminal proceeding.

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5. Point of contact for this action is Howard Russell, commercial  
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6. AMC -- America's Arsenal for the Brave.

FOR THE COMMANDER:

//signed//  
JAMES M. LINK  
Major General, USA  
Chief of Staff

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